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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

June 10, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-40

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Office of Group Benefits' Request for Employee Data

On June 8, 2015, the Office of Group Benefits (OGB) forwarded an email to Agency Benefits Coordinators requesting assistance in collecting missing Social Security Numbers from OGB plan members to assist with the Affordable Care Act (ACA) reporting. The Office of State Uniform Payroll (OSUP) will be handling the reporting of ACA data for LaGov HCM Paid agencies, and OGB will be providing a data file to OSUP to assist with the reporting.

In order to assure that accurate information is reported, agencies are directed to follow the instructions in the attached OGB email. Missing data must be obtained and entered in the OGB eEnrollment system no later than June 30, 2015.

If you have questions, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_doa-osup-bfa@la.gov](mailto:_doa-osup-bfa@la.gov) or (225):

Jodi Bullock 342-5345  
Jessamye Charette 342-5344  
Kenya Warren 342-5357

Brandy Boyd 342-5354  
Desiree Jefferson 342-5377

APH/PAR:pbh

Attachment:  
[OGB E-mail Correspondence](#)